



REPORT

From the office of the...

Maccess Director

TO: Members of the Executive Board
FROM: Nat (Natalene) Sim (she/her)
SUBJECT: Maccess Report #4
DATE: October 28, 2024

Hello everyone!

We have been working hard to ensure Maccess continues to run smoothly and to make progress on our main goal for this year of “creating a more visible, warm, supportive, and welcoming”.

As a reminder, to accomplish this we plan to:

- Increase our focus on disability as it intertwines with narratives of race, gender, sex, queerness, economics, health, Indigenous narratives, and other marginalized narratives
- Increase our reach and presence on campus
- Increase collaborations with other MSU services, SAS, LAS/CATS, PACBIC/DIMAND, NEADS, and other disability-focused groups
- Expand our social and political advocacy work and initiatives, becoming a stronger resource and support for disabled students
- Increase our social media usage and content creation
- Increase event attendance & number of new and returning service users
- Improve accessibility and approachability of our physical and online spaces

Yearplan Update

Our current progress:

- We had our first volunteer social last Friday Oct 25th!
- We have finished the majority of the planning for our upcoming campaign week (Nov 18-22) and are working on sorting out logistics and promotions
- We have met with groups on campus for various initiatives
- We have started creating more social media content for people to get to know our team better!

Events, Projects, & Activities

General Service Usage

Since we opened on September 16th, we've had a great response from the community! Connecting with PSVs and users during our Peer Support Hours, we have heard feedback that people really enjoy the environment at Maccess. In fact, sometimes every seat will be occupied in the space – even though this year we have expanded the permanent seating from last year! Due to the increased number of PSVs compared to previous years, we also are considering expanding our hours for next semester.

One thing that has worked well for us this year is having a Discord channel for open communication about when someone is not able to make a shift. This has really allowed us to better plan for shift coverage so that there is always at least one volunteer in the space.

Projects & Events: Resource Executive Hiring (On-Going)

We are currently in the process of hiring a Resources Executive, with the goal of hiring, training, and onboarding them by start of December. We just closed our applications and are currently in the process of reviewing the applications and sending out interview offers.

Projects & Events: Collaborations & Engagements (Upcoming/On-Going)

- CATS/LAS
 - We met with Nancy and Zuhaa from LAS on October 2nd to discuss future collaborations with LAS to promote their services and CATS.
 - We also discussed CATS (Campus Accessible Tech Space) availability for Maccess volunteers and space users. Currently CATS is only available for students who have registered with SAS, which may not apply to all students who identify with disability for a number of reasons (difficulties in receiving a diagnosis, etc.)
 - However, we have established with Nancy that any of our volunteers or space users that we think could benefit from CATS access will be able to reach out to LAS and request access with saying they are referred from Maccess.
- SAS
 - We have begun biweekly meetings with Mei-Ju, Director of SAS, and Sean, Associate Director of SSC to discuss:
 1. Feedback about the new SAS Portal / SAS services in general from our volunteers and service users
 2. Pilot Notetaking Program and Training for Notetakers
 3. Open Dialogue Event with students, professors, others in the McMaster Community about Accommodations and Accessibility. (Tentatively planned for February)

- DEN x Maccess: Phone Charms & Chat
 - We are working with DEN for a collaborative event on Monday Oct 28 7:30-9:30 pm in ClubSpace, for making phone charms. We will be providing snacks and beads and other craft materials with the goal of creating a chill event where students can come and destress during midterm season. We will also be having a raffle for 2 \$20 Tim Hortons Gift Cards, for participants that come and work on a phone charm.
- WGEN
 - We met with WGEN to discuss collaborating for their Drag & Fashion Show Event happening during their campaign week (Nov 18-22). We discussed ways we could make the event more accessible, such as having Maccess open as a space where attendees can come if they become overstimulated, ensuring the space, stage, and the route to the space is accessible, and offering alternative snacks due to dietary restrictions. We have also agreed to share some of the costs of this event, such as decoration needs.

Projects & Events: Team Social (Completed)

Last Friday (Oct 25th from 6:30-8:30 in PGCLL M25) we had our first Team Social planned by our V&Ts. The theme was “Teddy Bears’ Picnic”, where attendees were invited to bring a stuffed animal along with them or borrow one of ours. We also had snacks (with allergy lists), board games and card games. It was a great opportunity for our team to bond and get to know each other better, have fun, and also destress during midterm season!



Made by Cecil Murphy, one of our V&Ts!



One of many stuffed animals!

Projects & Events: DisVisibility Week (Upcoming)

We have mostly finalized our plans for our campaign week (Nov 18-22), with the theme of Creativity, Arts, and Disability. We have submitted EOHSS for all the events and are working on getting those approved, rooms booked, and POs submitted.

Outreach & Promotions

Summary

Both myself and our AD have been keeping active on our social media, although primarily our Instagram as that is where we have the most activity and engagement. Our Promotions Team and I met at the new McMaster Greenhouse to film a number of promotional and fun reels to increase engagement, as Shemar gave us feedback that short-form content is key to this. We also posted our "Meet our Team" posts, to introduce our PTMs and Executives with Photos of each Exec and a bit about them.

Meet Our Team: Promotional Materials



Image Descriptions:

1. (Slide 1) A beige circle lined with sunflowers on a cream-colored background. Dark green text reads "Meet the PTMS!". The Maccess logo is located in the bottom left corner.
2. (Slide 2) A beige circle on a cream-colored background. A row of sunflowers is located on the lower edge of the circle. The text reads "Welcome to MSU Maccess 2024/2025" in dark green.
3. (Slide 3) A beige circle lined with sunflowers on a cream-colored background. Dark green text reads "Meet the Execs!". The Maccess logo is located in the bottom left corner.

Examples of PTM / Executive Posts



Image Descriptions:

1. **PTM Slide:** A white text bubble with the word "Director" written inside is located in the upper left corner. A picture of Nat, a person with long brown hair wearing a green sleeveless turtleneck, is located on the upper right. A dark green heading reads "Natalene (Nat) Sim, she/her". A brown text box reads "Level 5 Honours Health Science. Minor in Latinx and Latin American Studies". White text below reads "hello! I'm so excited to meet you!". I'm in charge of overseeing the exec team and Maccess, communicating with different disability-centered organizations (on and off campus), MSU admin, and more! i started at Maccess last year as a community outreach coordinator, and loved every minute - making me want to get involved even further this year! Outside of maccess, one of my big interests is learning languages like ASL, Spanish, French, and more! if you ever see me, please feel free to say hi in any language!". Nat's email address is maccess@msu.mcmaster.ca. The Maccess logo is located in the bottom left corner.
2. **Logistics & Resources Slide:** A white text bubble reads "Logistics Executive" against a pale beige background. On the upper left, there is a picture of Myra, a person with dark hair and glasses wearing a gray top. A text bubble to the right reads "Myra Godara, she/her. Level 3 Biochemistry Core, Minor in Social Justice and Inclusive Communities. I'm excited to plan great events this year!" On the lower right, there is an illustration of a cartoon bear standing on its hind legs. A text bubble to the left reads "Currently hiring! Wanna get involved with our team? Please apply here: <https://msu.bamboohr.com/careers/28>" The Maccess logo is located in the bottom left corner.

PTMs Caption: Introducing our lovely PTMs! These individuals work hard to ensure that Maccess is an accessible and safe environment for students. Meet Nat & Honey 🌻

Meet Our Team: Engagement

Meet the PTMs	Welcome to Maccess	Meet the Execs
1, 019 views	865 views	1, 442 views
44 likes	24 likes	76 likes
4 shares	3 shares	15 shares
4 comments	0 comments	6 comments
36 profile visits	28 profile visits	3 saves
		39 profile visits
		4 external link taps
		- Advertised for Resource Exec in post

DEN x Maccess Event: Promotional Materials

Before our DEN x MACCESS event we:

1. Posted the "Phone Charms & Chat" graphic (seen below), making it a collaborative post with the DEN Instagram.
2. Posted the graphic to our Instagram story, and contacted a number of clubs and MSU services to repost it to their stories.
3. Took promotional pictures of the example phone charms we made with DEN the weekend before our event
4. Reposted DENs stories with the photos of the phone charms and gift cards.

DEN x MACCESS

Phone charms & chat

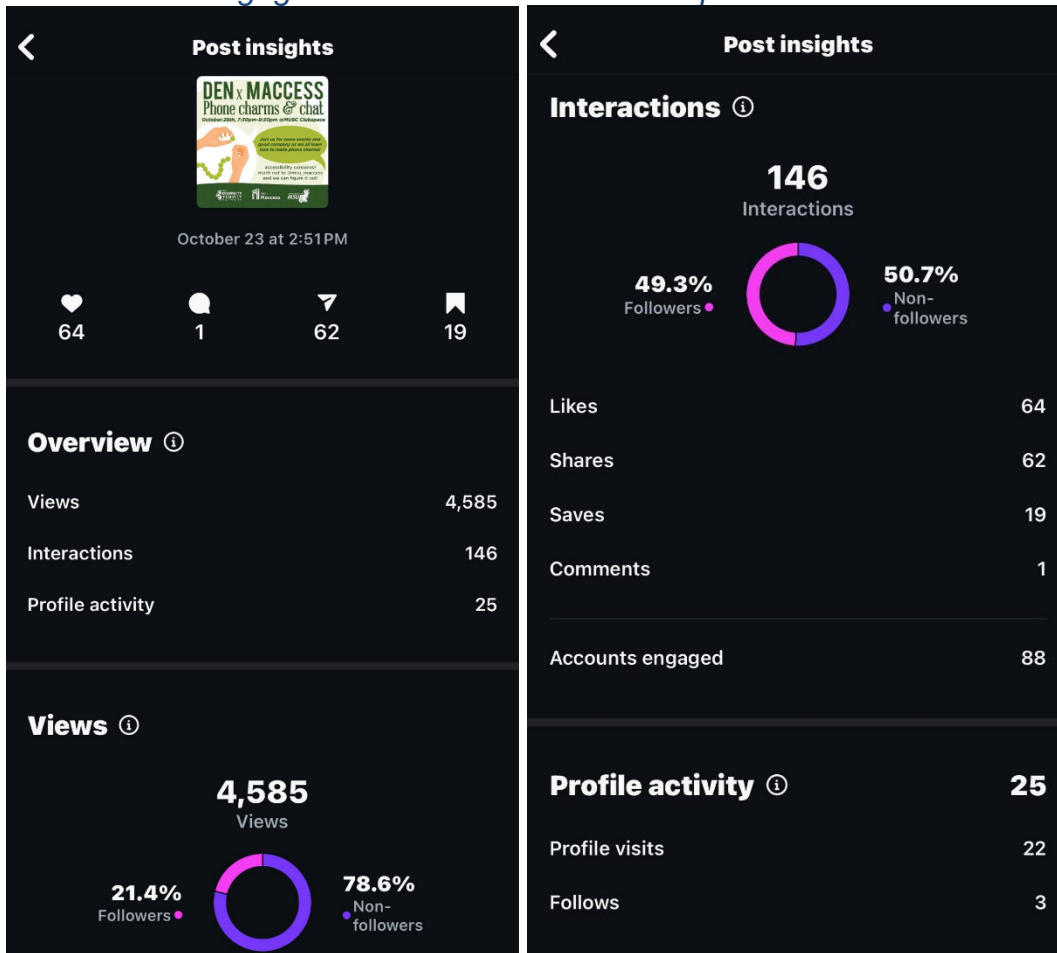
October.28th, 7:30pm-9:30pm @MUSC Clubspace



Have you always wanted to make a custom charm for your phone? Come and drop in to join us (MSU Maccess & DEN) in the MUSC Clubspace on Monday, October 28th between 7:30PM-9:30PM to learn how to make one with us! We'll provide the charms, snacks, and support, just come with your enthusiasm and friends!

[ID: A green palette Instagram post with the title DEN x Maccess in bold font at the top. Under the title reads Phone charms and chat, with a subtitle explaining the event's date, time, and location, which is October twenty-eighth between seven thirty P M to nine thirty P M at the MUSC Club space. On the left is a graphic of two hands threading beads together. On the right is a green speech bubble that reads Join us for some snacks and good company as we all learn how to make phone charms! Under that text reads a small blurb, stating that if you have accessibility concerns, to reach out to @msu_maccess and we can figure it out. On the bottom of the post is a dark green banner, with the DEN logo, Maccess logo, and MSU logo in order from left to right.]

Social Media Engagement since the Previous Report



It can be seen that doing a collaborative post with DEN greatly increased the number of views and interactions we had on this post, as compared to the numbers on our other posts. Knowing this, we hope to do more collaborative events and posts with other services to boost our engagements!

Finances

Budget Summary

After consulting with Accounting, we are now aware of which purchases from last year got carried over into this fiscal year and have been able to update our records accordingly. Through moving some planned expenses to other budget lines, we have been able to fix the issue and ensure we stay within budget.

Purchases we have made since the last report include:

MACCESS - ANNUAL CAMPAIGNS			
6102-0118-0300	MACCESS - ANNUAL CAMPAIGNS	MACCESS - ANNUAL CAMPAIGNS	\$3,000.00
6102-0118-0300	MACCESS - ANNUAL CAMPAIGNS	Fortinos - Que Pasa Salted Tortilla Chips	\$3.99
6102-0118-0300	MACCESS - ANNUAL CAMPAIGNS	Taxes for above Fortinos	\$0.52
6102-0118-0300	MACCESS - ANNUAL CAMPAIGNS	Walmart - Goldfish Crackers 22 Pack x2	\$15.94

For DEN X Maccess Event

6102-0118-0300	MACCESS - ANNUAL CAMPAIGNS	Walmart - Dare Maple Cookies x3	\$8.00	
6102-0118-0300	MACCESS - ANNUAL CAMPAIGNS	Taxes for above Walmart (none)	\$0.00	

MACCESS- Volunteer Recognition				
6494-0118-0300	MACCESS- Volunteer Recognition	MACCESS- Volunteer Recognition	\$600.00	
6494-0118-0300	MACCESS- Volunteer Recognition	Walmart - School Safe Brownie Bars (x4)	\$17.88	For MaccessP SV Social
6494-0118-0300	MACCESS- Volunteer Recognition	Walmart - Dare Bear Paws (X2)	\$5.00	
6494-0118-0300	MACCESS- Volunteer Recognition	Taxes for Walmart (none)	\$0.00	
6494-0118-0300	MACCESS- Volunteer Recognition	Fortinos - Que Pasa Tortilla Chips Salted	\$3.99	
6494-0118-0300	MACCESS- Volunteer Recognition	Covered Bridge Potato Chips - Salt (X2)	\$6.98	
6494-0118-0300	MACCESS- Volunteer Recognition	Covered Bridge Potato Chips - All Dressed	\$3.49	
6494-0118-0300	MACCESS- Volunteer Recognition	Fortinos - Waterbridge Gummy Bears (X2)	\$6.98	
6494-0118-0300	MACCESS- Volunteer Recognition	Fortinos - Farmer's Market 2 Bite Brownies	\$4.79	
6494-0118-0300	MACCESS- Volunteer Recognition	Taxes for above Fortinos	\$2.79	

MACCESS - ADV. & PROMO				
6501-0118-0300	MACCESS - ADV. & PROMO	MACCESS - ADV. & PROMO	\$2,000.00	
6501-0118-0300	MACCESS - ADV. & PROMO	DEN x Maccess Post		\$50.00

Purchases carried over from last fiscal year include:

MACCESS- Training Expense				
6804-0118-0300	MACCESS- Training Expense	MACCESS- Training Expense - -	\$500.00	PO Submitted
6804-0118-0300	MACCESS- Training Expense	Campus Store Gift Cards (10 - \$20 each)	\$200.00	4/22/2024
6804-0118-0300	MACCESS- Training Expense	Walmart Gift Cards (5 - \$20 each)	\$100.00	4/22/2024
MACCESS - OFFICE SUPPLIES				
5003-0118-0300	MACCESS - OFFICE SUPPLIES	MACCESS - OFFICE SUPPLIES	\$500.00	PO Submitted
5003-0118-0300	MACCESS - OFFICE SUPPLIES	A Different Booklist - 2 Books + tax	\$58.80	4/17/2024
MACCESS - SPECIAL PROJECTS				
6603-0118-0300	MACCESS - SPECIAL PROJECTS	MACCESS - SPECIAL PROJECTS	\$900.00	PO Submitted
6603-0118-0300	MACCESS - SPECIAL PROJECTS	Fortinos - PC Gift Cards (11 - \$20 each)	\$220	4/22/2024
6603-0118-0300	MACCESS - SPECIAL PROJECTS	FlappyHappy Stim Toys	\$71	4/17/2024
Summary				
TOTAL BUDGETED DISCRETIONARY SPENDING				\$7,500.00
TOTAL ACTUAL DISCRETIONARY SPENDING				\$2,121.78
REMAINING DISCRETIONARY SPENDING				\$5,378.22

Executives & Volunteers

Executive meetings continue to go smoothly, with all the subteams having submitted their plans for DisVisibility Week by our internal deadline so that we could get EOHSS in on time.

A number of volunteers and executives were able to make it to our team social last Friday, and it was a great opportunity for everyone to get to know each other

better outside the context of Maccess shifts. Playing games like Guess Who (without physical descriptions) or working on a puzzle together, allowed for more PSVs to meet others who are not on the same shifts and chat about personal life and interests. While we had to choose the Friday time and end of October due to everyone's availability, for our social next semester we hope to have it earlier on in the semester so it conflicts less with midterm season.

Successes

Honey and I are both really proud of everything we have accomplished so far – from the meetings we've had with community partners to the positive feedback from PSVs and Space Users. We are really happy with how it is going so far and can't wait to see how our future endeavors will go!

Current Challenges

Our biggest challenge currently is making sure different subteams are not overwhelmed with their assigned tasks and schoolwork, as it is a busy time for midterms and assignments. By regularly checking in with our Execs, both about Maccess work and their personal wellbeing (through messages on Discord and at our biweekly Exec Meetings) we are aiming to create an environment where our Execs feel comfortable to discuss with us any issues they are having. Honey and I are also discussing whether 1-on-1 Check-Ins might be helpful for our team, or if they would further stress out our Executives – and are also exploring alternatives to 1-on-1s